



Vacancy Announcement

Emergency Vehicle Dispatcher, GS-2151-07

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Announcement Number: NW2151

Date Opens: December 18, 2003

Date Closes: January 3, 2004

Location: Washington Navy Yard

**Area of Consideration: Current DoD and DON
Employees /VRA, VEOA and
Reinstatement Eligibles**

About Us: NDW is the regional provider of base operating support to eighteen Naval installations in the National Capital Region. Services provided include public works, human resources, information technology, supply, air operations, ceremonial support, public safety and environmental and safety. The eighteen installations are Washington Navy Yard, Naval Observatory, Anacostia Annex, Arlington Service Center, Nebraska Avenue Complex, Potomac Annex, National Maritime Intelligence Center, Naval Air Facility Washington, Naval Recreation Center Solomons, National Naval Medical Center, NAS Patuxent River, NSA Indianhead, NSA Dalgren, NSA Carderock, NAVSUPPAC Thurmont, NSA Annapolis, Naval Station Annapolis and Naval Research laboratory.

About the Job: Position is located in the Public Safety Regional Communications Center, NDW. Incumbent is responsible for the dispatch of fire, police and EMS vehicles, personnel and equipment in response to alarms, requests for assistance or alerts within the NDW region and with neighboring Federal, state or local jurisdictions. Incumbent leads two or more Emergency Communication Dispatchers in performing duties as assigned to the Communications Section. Incumbent handles a high volume of telephone calls for police, fire and medical assistance, recording information, determining priority of response and relaying information to responding public safety unit. The Lead insures the communications responder effectively operates a communications console consisting of local emergency radio frequencies, computer aided dispatch, etc. Incumbent ensures communication responders receive on a daily basis weather data, humidity and wind warnings for informational

purposes in the event of a fire or other type of emergency. Incumbent ensures routine emergency responses are analyzed, prioritized and that the appropriate personnel and apparatus are dispatched, transmitting precise and accurate information. Ensures dispatchers maintain current status of all public safety units in the field. Ensures that data is entered into information sharing programs such as JPEN or CLEOC (Joint Protection Enterprise Network and Consolidated Law Enforcement Operations Center)

Qualifications: OPM requires one year of specialized experience equivalent to the next lower Grade level.

Knowledge, Skills and Abilities: In the body of your resume please address the following:

1. Knowledge of emergency 911 operations, Federal Emergency Management Agency (FEMA), DoD and DON response programmatic requirements and procedures.
2. Knowledge of pertinent laws, regulations, policies and precedents, which affect the use of program and related support resources.
3. Skill in oral and written communication.
4. Knowledge of Police/Fire/911 communications center operations.
5. Knowledge of personnel management.

INCUMBENT MAY BE REQUIRED TO OBTAIN A SECRET CLEARANCE

Failure to address the above evaluation factors in your resume may result in a low or ineligible rating.

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